



November 17, 2020

Sent via email

**To:** Retail Dealers and Suppliers of Reportable Fuel

**Re: Special Direction to the BCUC Issued Under Section 4 of the *Fuel Price Transparency Act*  
Retail Data Collection Pilot – Retail Station Survey**

Dear Retail Dealer and Supplier of Reportable Fuel:

On August 14, 2020, the Government of British Columbia issued a [Special Direction](#) under Section 4 of the [Fuel Price Transparency Act](#) (FPT Act)<sup>1</sup>, which directs the British Columbia Utilities Commission (BCUC) to conduct a retail fuel data collection pilot (Pilot).<sup>2</sup> This Pilot will inform the development of regulations for ongoing data collection targeted at the retail component of the fuel supply chain in British Columbia.

The BCUC is an independent regulatory agency of the Government of British Columbia who is responsible for the administration of the FPT Act and is responsible for ensuring compliance with the Special Direction.

On October 19, 2020, the BCUC published the [Retail Pilot Methodology and Reporting Guidelines](#). As stated in “Section 3.0 – Understanding the Population”, all retail dealers are required to complete a short survey (Retail Station Survey) regarding each of their retail station(s) in British Columbia. The information provided in the Retail Station Survey will be used to assist in selecting retail stations for Phase II of the Pilot.

The Retail Station Survey must be submitted to the BCUC by December 18, 2020. To complete the requirements of the Retail Station Survey:

1. Retail dealers who have registered through the FPT Act Regulatory Reporting Portal (Portal) are required to submit their response to the Retail Station Survey to the BCUC through the Portal. The Excel spreadsheet of the Retail Station Survey will also be made available on the webpage under *Important Documents* and will allow for an efficient submission of multiple retail stations.
2. Retail dealers who do not have access to the Portal are required to complete the Retail Station Survey through the fillable web form on the [GasPricesBC.ca - Retail Pilot](#) webpage. Retail dealers who own multiple retail stations must complete a survey for each retail station separately. Retail dealers who own more than 10 retail stations under the same corporate entity may register for access to the Portal by contacting [GasPricesBC Industry Support](#).

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<sup>1</sup> For the purposes of this Pilot the BCUC adopts the definitions of “retail dealer,” “supplier of reportable fuel,” and “retail purchaser” as defined in Part 1, Section 1 of the [Fuel Price Transparency Regulation, 52/2020](#).

<sup>2</sup> Reportable fuel is defined in the FPT Act as gasoline, diesel fuel, or a prescribed fuel or other substance. At this time, the BCUC expects information submitted pursuant to the Special Direction is for gasoline, diesel fuel, or a prescribed fuel or other substance used as road-use motor fuel.

To assist retail dealers in completing the Retail Station Survey, Appendix A further describes the required fields in the Retail Station Survey.

### ***Confidentiality Request***

Submissions may be made public, unless the information contains protected information as outlined in Section 9 of the FPT Act. Pursuant to [Order G-275-20](#), the BCUC granted advanced approval of confidential status to responsible persons reporting fuel data pursuant to the FPT Act that the responsible person identifies as protected information, until the completion of a hearing process to establish a framework for the determination of confidentiality and treatment of protected information.

Fuel data that a responsible person identifies as protected information must be accompanied with reasons as to why the fuel data should remain confidential and be designated protected information by the BCUC.

If a retail dealer requests the Retail Station Survey, or certain portions of the Retail Station Survey, be kept confidential, they must follow the below process, which is dependent on whether the submission is being made through the Portal or through the fillable web form.

#### ***Confidentiality Request – Submitting through the Portal***

For retail dealers submitting the Retail Station Survey through the Portal:

- Indicate which items are requested to be held in confidence by submitting both a redacted and unredacted copy of the Retail Station Survey through the Portal; and,
- Fill out the [FPT Act Confidentiality Request Form](#) and submit this form through the Portal during the submission process of the Retail Station Survey.

#### ***Confidentiality Request – Submitting through the Fillable Web Form***

For retail dealers submitting the Retail Station Survey through the fillable web form, there will be:

- A Confidentiality Request check box to mark certain portions of the Retail Station Survey as confidential information; and,
- A Confidentiality Request comment box in place of the FPT Act Confidentiality Request Form.

All requests for confidentiality, whether submitted through the Portal or the web form must briefly describe the nature of the information in the Retail Station Survey and the reasons for the request for confidentiality, including the specific harm that could reasonably be expected to result if the information was made publicly available, either on an individual, aggregated or anonymized basis. For further information regarding requests for confidentiality, please refer to the Rules, available on the BCUC's website at: [www.bcuc.com](http://www.bcuc.com).

### ***Retail Station Survey Distribution by Suppliers of Reportable Fuel***

To ensure efficiency and accuracy in our communications, the BCUC requests suppliers of reportable fuel to distribute the Retail Station Survey to all retail dealers they supply in British Columbia. Please contact [GasPricesBC Industry Support](#) and advise which retail dealers you have contacted regarding the Retail Station Survey.

As stated in BCUC Letter [L-9-20](#), the purpose of the FPT Act is to promote public confidence in the competitiveness of the gasoline and diesel fuel market. We appreciate your cooperation and we look forward to continuing to work with you and your industry to achieve the objectives of the FPT Act.

Sincerely,

*Original signed by:*

Marija Tresoglavic  
Acting Commission Secretary

## Appendix A

Retail dealers are required to provide information concerning the following fields in the Retail Station Survey for each of their retail station(s) in British Columbia.

Retail Station Survey	
Field	Description
<b>Responsible Person Information (Web Form)</b>	<p>If submitting information through the web form, include the following information as follows:</p> <ul style="list-style-type: none"> <li>• Enter the “Name of the Responsible Person” engaged in a reportable activity.</li> <li>• Enter the “Address” of the responsible person.</li> <li>• Enter the “Phone Number” of the responsible person.</li> <li>• Enter the “Email Address” of the responsible person.</li> <li>• Enter the “Name and title of the individual submitting on behalf of the responsible person”.</li> </ul>
<b>Retail Station Internal ID / Name</b>	<p>If applicable, enter the internal ID/name for the retail station owned or operated by the responsible person.</p>
<b>Retail Station Physical Address</b>	<p>Enter the physical address of the retail station as follows:</p> <ul style="list-style-type: none"> <li>• Retail Station Address 1 – Enter the street address of the retail station.</li> <li>• Retail Station Address 2 – Enter any additional street address information of the retail station (if applicable).</li> <li>• Retail Station City – Enter the city of the retail station.</li> <li>• Retail Station Province – Enter the province of the retail station.</li> <li>• Retail Station Postal Code – Enter the postal code of the retail station.</li> </ul>
<b>Brand of Fuel</b>	<p>Enter the name of the branded fuel sold at the retail station as marketed on, but not limited to, the forecourt canopy, main price sign, and/or fuel dispensers.</p>
<b>Ownership Structure</b>	<p>Select the most applicable ownership structure that best describes the retail station using the following key:</p> <ul style="list-style-type: none"> <li>• Corporate-controlled – This means the retail station is owned and controlled by a corporation and sells branded reportable fuel.</li> <li>• Dealer-controlled – This means the retail station is owned and controlled by an individual franchise and sells branded reportable fuel.</li> <li>• Independently-controlled – This means the retail station is owned and controlled by an individual and sells unbranded reportable fuel.</li> </ul>
<b>Pump Service</b>	<p>Select the most applicable pump service that best describes the retail station fuel operations using the following key:</p> <ul style="list-style-type: none"> <li>• Self-Service – This means all fuel dispensers are operated by customers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Split-Service – This means both Self-Service and Full-Service are provided at the retail station.</li> <li>• Full-Service – This means all fuel dispensers are operated by a retail station attendant(s).</li> </ul>
<b>Regular Gasoline (87 Octane)</b>	<p>Select the most applicable Regular Gasoline fuel-grade currently sold at the retail station using the following key:</p> <ul style="list-style-type: none"> <li>• RUL-E0 – Regular Gasoline with 0% Ethanol</li> <li>• RUL-E5 – Regular Gasoline with up to 5% Ethanol</li> <li>• RUL-E10 – Regular Gasoline with up to 10% Ethanol</li> <li>• RUL-E15 – Regular Gasoline with up to 15% Ethanol</li> <li>• RUL-E85 – Regular Gasoline with up to 85% Ethanol</li> </ul>
<b>Midgrade Gasoline (89 Octane)</b>	<p>Select the most applicable Midgrade Gasoline fuel-grade currently sold at the retail station using the following key:</p> <ul style="list-style-type: none"> <li>• MUL-E0 – Midgrade Gasoline with 0% Ethanol</li> <li>• MUL-E5 – Midgrade Gasoline with up to 5% Ethanol</li> <li>• MUL-E10 – Midgrade Gasoline with up to 10% Ethanol</li> <li>• MUL-E15 – Midgrade Gasoline with up to 15% Ethanol</li> <li>• MUL-E85 – Midgrade Gasoline with up to 85% Ethanol</li> </ul>
<b>Premium Gasoline (91 Octane or higher)</b>	<p>Select the most applicable Premium Gasoline fuel-grade currently sold at the retail station using the following key:</p> <ul style="list-style-type: none"> <li>• PUL-E0 – Premium Gasoline with 0% Ethanol</li> <li>• PUL-E5 – Premium Gasoline with up to 5% Ethanol</li> <li>• PUL-E10 – Premium Gasoline with up to 10% Ethanol</li> <li>• PUL-E15 – Premium Gasoline with up to 15% Ethanol</li> <li>• PUL-E85 – Premium Gasoline with up to 85% Ethanol</li> </ul>
<b>Diesel</b>	<p>Select the most applicable Diesel fuel grade currently sold at the retail station using the following key:</p> <ul style="list-style-type: none"> <li>• ULSD – Ultra Low Sulphur Diesel</li> <li>• ULS Diesel Bio – Ultra Low Sulphur Diesel Bio Blend</li> </ul>
<b>Premium Diesel</b>	Select 'Yes' or 'No' if the retail station currently sells Premium Diesel.
<b>2019 Total Gasoline Sales Volume (Litres)</b>	Report the total litres of gasoline (all grades combined) sold at the retail station for the 2019 calendar year. The volume should be expressed in litres temperature corrected to 15°C (L15) and can be rounded to the nearest thousand litres.
<b>2019 Total Diesel Sales Volume (Litres)</b>	Report the total litres of diesel (all grades combined) sold at the retail station for the 2019 calendar year. The volume should be expressed in litres temperature corrected to 15°C (L15) and can be rounded to the nearest thousand litres.
<b>Open 24 Hours</b>	Select 'Yes' or 'No' if the retail station is open 24 hours.
<b>Loyalty Program</b>	Select 'Yes' or 'No' if the retail station is affiliated with, or offers, a loyalty program that provides rewards for purchases of reportable fuel.

<b>Convenience Store</b>	<p>Select whether the retail station includes a 'Convenience Store', 'Kiosk', or 'N/A'. For clarity:</p> <ul style="list-style-type: none"> <li>• Convenience Store – This means a retail store that offers a broad range of snacks, drinks, or convenience products.</li> <li>• Kiosk – This means a small structure that primarily processes payment for fuel transactions and may also offer a limited range of snacks, drinks, or convenience products.</li> <li>• N/A – This means the retail station includes neither a Convenience Store nor a Kiosk.</li> </ul>
<b>Restaurant / Quick-Service Restaurant</b>	Select 'Yes' or 'No' if the retail station includes a restaurant / quick-service restaurant.
<b>Supermarket / General Store</b>	Select 'Yes' or 'No' if the retail station includes a supermarket / general store.
<b>Automotive Repair Service Bay</b>	Select 'Yes' or 'No' if the retail station includes an automotive repair service bay.
<b>Car Wash</b>	Select 'Yes' or 'No' if the retail station includes a car wash.
<b>Electric Vehicle Charging Station</b>	Select 'Yes' or 'No' if the retail station includes an electric vehicle charging station(s).
<b>Other (Comments)</b>	Enter any additional comments associated with the retail station that the responsible person may wish to provide i.e. availability of hydrogen and natural gas fuelling.